

International Boundary and Water Commission

§ 1100.8

- (a) Using public office for private gain;
- (b) Giving preferential treatment to any person;
- (c) Impeding Government efficiency or economy;
- (d) Losing complete independence or impartiality;
- (e) Making a Government decision outside official channels; or
- (f) Affecting adversely the confidence of the public in the integrity of the Government.

NOTE: A summary of laws pertinent to all Government employees is contained in appendix C.

§ 1100.7 Responsibilities.

- (a) Each employee is responsible for acquainting him/herself³ with the standards of conduct expected of him, and to conduct himself, both on and off the job, in a manner which will insure that his actions reflect credit to the Federal Government and the Section.
- (b) Supervisors will keep subordinate employees informed regarding the proper standards of conduct required. Before any remedial action is initiated against an employee whose conduct appears to be in violation of established standards or statutes of conduct, the Personnel Director or his designated representative will be consulted.
- (c) The Personnel Director, or his designated representative, will provide assistance and/or counseling to employees and all levels of management in observance of regulations pertinent to conduct and/or conflict of interest.
- (d) The Chief, Real Estate is the main point of contact on conflicts of interest problems. The Special Legal Assistant will assist on matters of legal interpretation.
- (e) All employees engaged in procurement and related activities have a special responsibility for protecting the Government's interests as well as for maintaining the reputation of the Section for honesty, courtesy, and fair dealing. Accordingly, all such employees are required to become thoroughly

familiar with the provisions of Federal Personnel Manual, Chapter 735, relating to procurement activities.

§ 1100.8 Rules of conduct.

(a) The primary purpose of establishing rules of conduct is to provide guidance. Although the rules set forth in this Order are considered reasonable, it is recognized there will be instances in which one or more of these rules will be disregarded or violated. Provisions have therefore been made for the imposition of remedial actions designed both to correct the disregard on the part of the offenders and to serve as a caution to others.

(b) *On-the-job conduct.* Each employee is expected to:

- (1) Report promptly for work in a condition which will permit him to perform assigned duties (i.e., in appropriate clothing, with any required tools and/or equipment, and in a sober condition).
- (2) Render full, efficient, and industrious service in the performance of assigned duties. If insufficient work is assigned to occupy an employee fully at any given time, he is expected to notify his supervisor so that additional work may be assigned.
- (3) Give ready response and enthusiasm to directions and instructions received from his supervisor.
- (4) Exercise courtesy and tact in dealings with fellow workers and the public.
- (5) Maintain a clean and neat personal appearance to the maximum practicable extent during working hours.
- (6) Conserve and protect Federal funds, property, equipment, and materials.
- (7) Observe the various laws, rules, regulations, and other authoritative instructions, and consistently conduct himself in a manner which is beyond reproach.
- (8) Recognize his responsibility for taking an active part in the Section affairs.
- (9) Uphold with integrity the public trust involved in the position to which assigned.

³For convenience of reading, the standard generic pronoun usage will be followed in the remainder of this Order. Where the pronoun 'he' is used it should be understood to include he or she; 'him' includes him or her; 'his', his or hers; 'himself', himself or herself.